

West Virginia Federal Women's Program FY 2004 Business Plan

<u>Goals and Activities</u>		<u>Who</u>	<u>When</u>
Goal A: Communication			
Activity 1:	Participate in East Region FWP Managers (FWPM's) program and activities utilizing frequent communication by telephone, e-mail, land mail and face to face meetings.	State FWPM	Ongoing
Activity 2:	Develop a FWP fact sheet which includes the name and contact information for the state FWPM; distribute via e-mail.	State FWPM	Feb-04
Activity 3:	Catalog additions to FWP lending library of new books and other materials; distribute via e-mail to all employees in state.	State FWPM	Jun-04
Activity 4:	Update power point presentation about the FWP for presentation to employees at Area meetings.	State FWPM	Mar-04
Activity 5:	Submit quarterly activity reports to State Conservationist, State CRC Chair, and the Regional FWPM.	State FWPM	Qtrly.
Activity 6:	Prepare an Annual State FWPM report, to be available to Regional FWPM prior to FEW Conference in Jul-04.	State FWPM	Jun-04
Activity 7:	Contribute to agenda of and attend at least two (2) Regional teleconferences	State FWPM	Sep-04
Activity 8:	Contribute items and information for the Regional FWP web site.	State FWPM	Ongoing
Activity 9:	Meet with State Conservationist's Civil Rights Committee.	State FWPM	Qtrly.
Activity 10:	Maintain communication with NRCS employees to foster understanding of and establish point of contact for issues related to female employees and clients.	State FWPM	Ongoing
Activity 11:	Report activities in newsletter articles, quarterly reports, web site contributions, etc.	State FWPM	Ongoing

Goal B: Women's History Month; Women's Equality Day

Activity 1:	Promote national and regional women's activities such as Women's History Month and Women's Equality Day.	State FWPM	Mar-04 Aug-04
<i>Budget Request:</i>		<i>\$500.00</i>	
Activity 2:	Report activities in newsletter articles, quarterly reports, web site contributions, etc.	State FWPM	Ongoing

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Goal C: Working with Leadership			
Activity 1:	Meet with State Conservationist to establish expectations for the State Federal Women's Program.	State FWPM	Feb-04
Activity 2:	Review EEO/CR policy and utilize statistical tools to track trends regarding female employees.	State FWPM	Ongoing
Activity 3:	Communicate activities to be celebrated regarding female employees to State Conservationist.	State FWPM	Ongoing
Activity 4:	Communicate adverse trends regarding female employees to State Conservationist.	State FWPM	Ongoing
Activity 5:	Submit project and FWP celebration proposals to the State Conservationist or delegated person for review and approval.	State FWPM	Ongoing
Activity 6:	Report activities in newsletter articles, quarterly reports, and web site contributions.	State FWPM	Ongoing
Goal D: Outreach			
Activity 1:	Recruit women for employment with NRCS, with a goal of recruitment resulting in hiring of at least one female in FY 2004.	State FWPM	Sep-04
Activity 2:	Prepare state statistical information regarding female landowners/agricultural producers and distribute to service center staff.	State FWPM	Sep-04
Activity 3:	Prepare a list of agriculturally related organizations with a substantial female membership and distribute to service center staff; update as needed.	State FWPM	Sep-04
Activity 4:	Review program outreach strategies to assure fair outreach to female landowners/agricultural producers.	State FWPM	Sep-04
Activity 5:	Participate in youth related activities to provide positive role models of women in natural resource/science related careers.	State FWPM	Ongoing
Activity 6:	Report activities in newsletter articles, quarterly reports, web site contributions, etc.	State FWPM	Ongoing

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Goal E:	Projects		
Activity 1:	Contribute to a regional FWP information distribution project. Theme not established at this time.	State FWPM	Ongoing
Activity 2:	Work with other SEPM's in the state to coordinate project efforts where possible.	State FWPM	Ongoing
Activity 3:	Review project activity audience and outcomes to assure project goals were met; use this review to determine if activity should be repeated, altered, or discontinued.	State FWPM	Sep-04
Activity 4:	Catalog additions to existing FWP lending library of new books and other materials. Include a brief description, a category, and analyze for age group when appropriate. Distribute catalog to all employees in the state via e-mail. Deliver or ship materials on request. Maintain records of loans and returns.	State FWPM	Feb-04
Activity 5:	Enhance FWP lending library with addition of pertinent new books and materials.	State FWPM	Ongoing
	<i>Budget Request:</i>		<i>\$200.00</i>
Activity 6:	Report project activities in quarterly reports, newsletter articles, web site contributions, etc.	State FWPM	Ongoing
Goal F:	Training		
Activity 1:	Review state training plan to assure that women are being fairly represented in training opportunities.	State FWPM Training Needs Committee	Feb-04
Activity 2:	Encourage utilization of OJT opportunities for women; i.e. job shadowing, detail assign's, etc.	State FWPM	Ongoing
Activity 3:	Encourage use and understanding of Personal Employee Development Plans.	State FWPM	Ongoing
Activity 4:	Encourage supervisor-employee career counseling and mentoring to identify training needs.	State FWPM	Ongoing
Activity 5:	Complete "Civil Rights Compliance in Program Delivery" training.	State FWPM	Feb-04
	<i>Budget Request:</i>		<i>\$400.00</i>

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Activity 6:	Attend annual Federally Employed Women's Training Conference (Nashville, TN July 19-23, 2004).	State FWPM	Jul-04
	<i>Budget Request:</i>		<i>\$2000.00</i>
Activity 7:	Report activities in newsletter articles, quarterly reports, web site contributions, etc.	State FWPM	Ongoing

Goal G: Recruitment, Promotions, and Recognition

Activity 1:	Review recruitment, promotion, and recognition statistical information to assure fair representation of female employees.	State FWPM Awards Committee Personnel	Ongoing
Activity 2:	Participate in recruitment team efforts that are directed towards women interested in a natural resource related career.	State FWPM	Ongoing
Activity 3:	Participate on State Conservationist's Recruitment & Retention Plan team.	State FWPM	Ongoing
Activity 4:	Participate in at least one career fair or other such event that offers the opportunity to outreach to women as potential NRCS employees.	State FWPM	Ongoing
Activity 5:	Network with female employees within the state to have a better understanding of career goals.	State FWPM	Ongoing
Activity 6:	Network with other State FWPM's to better understand the career goals of female employees within the Region.	State FWPM	Ongoing
Activity 7:	Share career advancement opportunities (vacancy announcements, detail opportunities, job shadowing opportunities, etc.) with employees of the state, the Regional FWPM, and FWPM's of other states.	State FWPM	Ongoing
Activity 8:	Contact all new hires and transferred employees by telephone or mail to welcome them to the agency and/or state; share information about the state Federal Women's Program.	State FWPM	Ongoing
Activity 9:	Celebrate new hires, promotions, and recognition awards through newsletter articles, documentation in reports, posting on web sites, etc.	State FWPM	Ongoing
Activity 10:	Report activities in newsletter articles, quarterly reports, web site contributions, etc.	State FWPM	Ongoing

Total Budget Requests: ***\$3100.00***